

# PDSD NEWSLETTER

OFFICE OF HOMELAND SECURITY & EMERGENCY COORDINATION  
PERSONNEL & DOCUMENT SECURITY DIVISION

<http://www.dm.usda.gov/ohsec/pdsd/>

USDA/DM/OHSEC/PDSD

Winter FY13

[pdsd@dm.usda.gov](mailto:pdsd@dm.usda.gov)

## IN THIS ISSUE:

Page 1: Annual Refresher Briefings

Page 2: Initiation Timeliness  
Initial vs. Reinvestigation  
Matching Inv Levels

Page 3: Social Networking  
Passing Clearances  
Contact CNSPB

Page 4: Validate Need in e-QIP

Page 5: webSETS Corner  
Direct Submissions  
Contact Us

## Annual Refresher Briefings

Executive Order 12968, Access to Classified National Security Information, and Executive Order 13526, Classified National Security Information, require all individuals who have been approved eligible for access to classified national security information, including Sensitive Compartmented Information (SCI), complete annual security refresher training. This training is in addition to initial indoctrinations and termination briefings.

In October 2012, the Classified National Security Programs Branch (CNSPB), formerly the Information Security Staff, implemented this requirement with the first ever USDA-wide annual collateral security refresher training. This training was distributed using the AgLearn software. Collateral security clearances refer to Top Secret, Secret, and Confidential clearances. An additional training module was placed in the AgLearn Learning Plans for all individuals with SCI access.

We would like to thank all those individuals who responded to the notifications and completed their training. Individuals who still have not completed the training should do so at their earliest convenience to avoid any possible repercussions (such as having your security clearance suspended). **The deadline to complete refresher training was January 23, 2013.**

Please fax your completed training certificates to 202/720-1689 or email them to [pdsd@dm.usda.gov](mailto:pdsd@dm.usda.gov).

If you cannot find the course in your Learning Plan in AgLearn, please contact either Keith McElfresh, Chief of CNSPB, at [keith.mcelfresh@dm.usda.gov](mailto:keith.mcelfresh@dm.usda.gov) or Karen Maguire, Senior Information Security Specialist, at [Karen.maguire@dm.usda.gov](mailto:Karen.maguire@dm.usda.gov) for assistance. You may also contact our main office line at 202/720-7373.

Issues regarding your access to AgLearn should be directed to the AgLearn team for your agency. Agency points-of-contact can be found at <http://www.aglearn.usda.gov/LandingPage/popups/contact.html>.



# REINVESTIGATIONS CORNER

## Initiation Timeliness

Current guidelines require the reinvestigation of Top Secret clearance holders every 5 years and Secret clearance holders every 10 years. Agency security POC's are reminded to pull their **Periodic Reinvestigations** reports in webSETS on a regular basis to ensure individuals are tasked in e-QIP for their reinvestigation in a timely manner (recommend 3 months prior to due date). Once the reinvestigation has been scheduled at OPM, the individual is no longer considered "overdue". PDSD will check these reports on a quarterly basis for possible clearance cancellations.

If you have individuals with active security clearances whose position designation has changed, please fax an updated AD-1187 to PDSD at 202/720-1689 that indicates the current position designation.

## Overdue TS – Initial vs. Reinvestigation

The reinvestigation product for Top Secret clearances covers a 7 year time period. If you have individuals with current Top Secret clearances who have already passed their 5 year reinvestigation due date, you may only continue to request a reinvestigation product (SSBI-PR or PPR) **up to 6 years from the initial closing date**.

This is to ensure that we obtain a full 7 years worth of coverage in the reinvestigation. This allows for time to get the request scheduled at OPM and to receive the completed investigation from OPM as reinvestigations do not receive priority attention (vs. initial national security investigations).

For example, if John Doe's last SSBI closed on 1/1/2008, he would be due for a reinvestigation as of 1/1/2013. PDSD would require that his e-QIP forms be released to OPM no later than Jan 2014; otherwise the agency would need to request an initial investigation. As this has a significant monetary impact, agencies must ensure they are timely with their reinvestigation taskings.

If you have a case that is just over the 6 year mark and you would like to request a waiver in order to proceed with the reinvestigation product, please email Brodrick Wilcox at [Brodrick.wilcox@dm.usda.gov](mailto:Brodrick.wilcox@dm.usda.gov). No waivers will be granted for individuals in with a Top Secret clearance who have already passed the 7 year scope period.

## Matching Investigation Levels

Please ensure you are requesting the appropriate level of investigations. In order for an investigation to be considered a reinvestigation, they must have the initial investigation type on record. The initial investigation must be shown as favorably adjudicated and be within scope.

For example, if an individual requires a Top Secret clearance and their previous investigation was a BI, you cannot request an SSBI-PR. The individual must have an SSBI on record that was favorably adjudicated and is within scope (no more than 6 years old). In another example, you cannot request a PRI reinvestigation for a High Risk position if a BI is not on record.

Please refer to OPM guidance in the Secure Portal or contact the Personnel Security Branch with any questions.

# Information Security

Social Networking is the #1 risk to Information Security



The consumerization of IT has made security far more difficult to manage according to research published by McAfee at its Security Summit in London. This is exemplified by the introduction of personal devices, the growth of social networking and the explosion of employee-created and managed data.

Nearly 62% of respondents cited social networking as a significant threat to information security in their organization, while the growth of emails and other unstructured data came a close second with 59% acknowledging it as a serious risk. When it came to mobile security, the single biggest problem remains not the technology but the practices and behaviors of users, with employees' failure to follow data-retention policies (59%) and lost or stolen devices (58%) topping the list of concerns.

Read the full article on Help Net Security at <http://www.net-security.org/secworld.php?id=13927>.

## Passing Clearances

Form AD-1189, Request to Pass a Security Clearance, has been slightly modified. The form now requires a supervisor's signature before PDSD will process the request. Please share this form with your co-workers who you know attend classified events outside of USDA.

PDSD will not process any requests to pass security clearances without the supervisor's signature. This is to ensure that clearances are being passed as a result of USDA related duties and activities.

Request forms should be forwarded to PDSD by fax to 202/720-1689 or email to [pdsd@dm.usda.gov](mailto:pdsd@dm.usda.gov). They should be sent as soon as you become aware of a requirement to pass your clearance to another facility, but no later than 48 hours in advance of the event date whenever possible. Last minute requests will be handled to the best of our ability.

You can find the AD-1189 on our website at <http://www.dm.usda.gov/ohsec/pdsd/forms.htm>. For questions, contact Devin Casey, PDSD Security Assistant, at 202/720-7373.

## Contact CNSPB

**Security Incidents/Violations:** Keith McElfresh 202/260-0106

**Reporting Requirements for Clearance Holders:** Keith McElfresh 202/260-0106

**Permcerts/Visit Requests:** Primary: Devin Casey 202/720-7373; Secondary: Karen Maguire 202/720-5712

**Clearance Debriefings:** Primary: Karen Maguire 202/720-5712; Secondary: Devin Casey 202/720-7373

# Validate Need in e-QIP



With the Validate Need feature, e-QIP checks the Central Verification System (CVS) to see if an investigation exists that could meet or exceed your agency's need. e-QIP displays the results of the search on the **Validate Need** page. Although no specific Security and Suitability Investigations Index (SII) information will be available in e-QIP via CVS, a green or yellow indicator will display indicating whether or not an investigation exists that meets or exceeds the level of investigation of the current request.





Three types of indicators may be displayed for the request:

A **green** indicator means that no investigations exist in CVS that closed within 5 years and meet or exceed the level of investigation required. You can simply continue initiating the request. If you feel that CVS may contain a record for your subject, contact the Telephone Liaison Group at (724) 794-5228 for assistance.

A **yellow** indicator means that an investigation exists in CVS that was closed within 5 years and meets or exceeds the level of investigation required. Check CVS or consult with your security office before proceeding.

A **gray** indicator is displayed if no validate need check was conducted within e-QIP.

Symbols in the flag indicate whether the validate need search was "acknowledged" by an agency user or whether the case type may have changed throughout the life of the e-QIP request, rendering the original results of the validate need search invalid.

Indicator	Meaning
	Green and yellow codes returned from CVS, not yet confirmed by agency user.
	Green and yellow codes returned from CVS, confirmed by agency user.
	Green and yellow codes returned from CVS, now invalid based on current request information. This will show when Case Type or a piece of applicant information has change since the last Validate Need Search was conducted.
	Grey shows when the request has never had a Validate Need search conducted on it.



# webSETS Corner

---

## Entry on Duty (EOD) screen vs. the Security Package screen.

The EOD screen is used by Human Resources offices to track investigations on Low Risk positions only. Typically, this will be NACI investigations unless an investigation was transferred from another agency under reciprocity (prior investigation must have been favorably adjudicated). The EOD screen is NOT used to track investigations on Public Trust (Mod Risk and High Risk) and National Security positions.

The forms process for Public Trust and National Security positions is tracked on the Security Package screen. The investigation and determinations for those positions is tracked on the Investigations screen. Individuals processing investigations on positions ABOVE Low Risk are reminded to not use the EOD screen for tracking purposes. Entering information on the wrong screen affects report accuracy.

## Maintaining Access to webSETS

All webSETS users are reminded to keep their accounts active by logging into the system **every 30 days**.

If you do not log in periodically, your account will become disabled, requiring you to restart the access process. This is inconvenient for the user and time consuming for PDSD and NFC. NFC does not give priority processing to disabled accounts.

If your account becomes disabled on a routine basis, PDSD will re-evaluate your need to webSETS. Only individuals who require access to webSETS in order to perform their duties will be authorized to continue to maintain access.

All requests for webSETS access go through PDSD to NFC. NFC has been experiencing delays as they continue to work through their backlog of requests to all NFC systems, which includes webSETS.

PDSD cannot request password resets for anyone outside of DM. NFC does NOT reset passwords directly for users. Each user must contact their agency IT Security Officer for a password reset.

If you need to request new access or you need to terminate a user's access (departing employee), please fax request forms to Carrie Moore at 202/720-1689 or email [carrie.moore@dm.usda.gov](mailto:carrie.moore@dm.usda.gov).

# Direct Submissions

**Agencies that have delegated authority from PDSD to release SF85P and SF86 forms directly to OPM.**

Nearly all USDA agencies have been granted the authority to bypass PDSD and release their SF85P and SF86 forms in e-QIP to OPM directly. This change will improve the overall timeliness of initiating investigations.

Agencies are reminded, per their signed Memorandum of Understanding (MOU), to send a copy of the AD-1187 package (does not need to include the SF85P or SF86) for each release to the Personnel Security Branch on a weekly basis. In the "Remarks" field on the AD-1187, you may write "Released by Agency to OPM on (date)".

Agencies are also reminded that the Security Package screen in webSETS must be completed PRIOR to PDSD receiving a copy of the AD-1187 package. The Security Package screen should be updated as each step takes place...employee initiated in e-QIP, form received by the POC, and the date the form is released to OPM. The Submitting Office Number (SON) field must reflect your agencies SON, not AG00 as PDSD is not handling the release to OPM.

The Security Office Identifier (SOI) will continue to be AG00 as PDSD maintains the adjudications responsibility.

If you have any questions, please contact Kim Elosser at [kim.ellosser@dm.usda.gov](mailto:kim.ellosser@dm.usda.gov).

## Contact PDSD – Main Line 202-720-7373

**e-QIP Processing:** Primary: Lucy Lew 202/720-9388; Secondary: Kim Elosser 202/720-4390

**Portal/CVS/PIPS/e-QIP Access:** Primary: Opal Jones 202/720-0017; Secondary: Kim Elosser 202/720-4390

**webSETS:** Carrie Moore 202/720-3487

**SCI Processing:** Valerie Ramirez 202/205-8541